

BOARD OF ASSESSORS MEETING
Wednesday, January 30, 2019 – 9:00am – Rowe Town Hall
Meeting Minutes

1. **Call to Order:** The meeting was called to order by Chair Williams at 9:00am.
2. **Minutes:** The Dec 12 (Reg & ES), Dec 19 (Reg & ES) and Jan 18 (Reg & ES) minutes were tabled to next meeting.
3. **FY19 Budget:**
 - a) Reviewed YTD Balances: Ops \$325. Note: \$225 will be needed for 4Q FY19 mapping services.
 - b) Reviewed/Approved Payables:
 - Sandy Daviau postage reimbursement of \$27.40 approved for payment.
 - Ellen Miller postage reimbursement of \$7.00 approved for payment (Ellen declared "rule of necessity")
4. **FY20 Preliminary Budget:** Reviewed and updated budget spreadsheet for Feb 6th discussion with BOS/FinCom.
 - a) GES – T&D Appraisal: 4-Yr Contract for FY20-FY23 [fixed fee @ \$5K per year]. Assessors recommend entering into this contract to continue with the T&D appraisals. Will discuss with Selectmen during budget meeting on Feb 6th.
 - b) Operations: Increased to cover AssessPro upgrades that will be needed due to new server installation: sequel server \$1200 and migration \$1200. Will take 2-3 days to install per Patriots Properties.
 - c) Wages/Stipends: Increased office staff wages by 2.5% COLA that town is recommending. The estimated wage of \$12,000 is based on wage information listed in the FY19 FRCOG Salary Survey for Assistant Assessor level positions ($\$23.08/\text{hr} \times 520 \text{ hours [10 hrs/week]} = \$12,000$). Actual wage will be based on qualifications/experience of candidate chosen.
 - d) Total Proposed FY20 Budget vs FY19:

	<u>FY2020</u>	<u>FY2019</u>	<u>Increase</u>
Wages/Stipends:	\$ 17,354	\$ 15,554	\$ 1,800
Operations	\$ 12,000	\$ 9,400	\$ 2,600
Total	\$ 29,354	\$ 24,954	\$ 4,400
Special Projects	\$ 47,600	\$ 24,600	\$ 23,000
TOTAL	\$ 76,954	\$ 49,554	\$ 27,400
5. **Executive Session:** Under c.30A Sec. 21 (a), Item 7: *To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements*, to consider various senior and/or veteran tax exemption applications. E.S. not needed (no exemption applications received).
6. **Executive Session: Under c.30A Sec. 21(a), Item 3:** By roll call vote at 11:45am (Rick—aye, Ellen—aye) the board voted to enter executive session to discuss strategy with respect to collective bargaining or litigation concerning real estate and personal property tax abatement applications, as the chair declared that meeting in open session may have a detrimental effect on the board's bargaining or litigating position.
7. **Reconvene in Open Session:** At 3:15pm the board reconvened in open session.
8. **MVExcise:** Unanimously approved the following:
 - a) 2018 Commitment #7: \$433.03
 - b) 2019 Commitment #1: \$32,708.75
 - c) 2018 MVE Application of Abatement: Bill #268 Margaret Parent - \$83.75 (moved out of state)
 - d) 2018 MVE Monthly List of Abatement: Margaret Parent - \$83.75

9. **3ABC** (due March 1st): Expect fillings from Rowe Historical Society, Rowe Camp & Conference Center and New England Forestry Foundation.
10. **New Deeds/Transfers:** No new documents received.
11. **Annual Map Updates:** On Jan 23rd Sandy forwarded all 2018 updates to CAI, along with an *AssessPro* extract file that CAI will send on to MassGIS (see email from Paul Nutting, Outreach Coordinator-Mass GIS dated 1-9-2019).
12. **2018 Annual Report:** Due Feb 19th. Sent FY18 & FY19 cherry sheets, FY19 Tax Recap and updated Tax Rate Historical Comparison to Janice today. Rick working on written report. Ellen preparing summary of actions taken on commitments, abatements and exemptions.
13. **Preliminary FY20 Cherry Sheets:** Preliminary numbers have been released by DOR:

	<u>FY20 Prelim</u>	<u>FY19 Final</u>
Receipts	\$ 372,977	\$ 347,898
Charges	\$ (115,086)	\$ (122,186)
NET	\$ 257,891	\$ 225,712

14. **Next Meeting:** TBD

15. **Adjournment:** Meeting adjourned at 3:55pm.

Respectfully submitted,
Ellen B. Miller

Approved

<u>FW Williams</u>	<u>3-7-2019</u>
Frederick N. Williams, Chair	Date
<u>Ellen B. Miller</u>	
Ellen B. Miller	

[Vacant]